

ADMINISTRATIVE - INTERNAL USE ONLY

Special Panel

ORD-741-78

18 April 1978

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel, ORD

SUBJECT : Recommendation for Promotion -

GS-04 to GS-05

STAT

1. It is recommended that [redacted] be promoted from a GS-04 to GS-05.

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2. [redacted] entered her assignment with the Contracts Staff in September 1977. Although the field of contracts was completely new to her, she has adapted to her position as a clerk-typist and has proven to be a capable performer.

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3. [redacted] is presently in a GS-06 slot and has attended courses to improve her shorthand skills. Her ability for taking dictation has steadily improved with usage.

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4. [redacted] works well under pressure and is dedicated to getting the job done. She has worked overtime, on occasion, to complete her work on schedule.

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5. As stated above, it is recommended that [redacted] be promoted from a GS-04 to a GS-05.

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SIGNED

[redacted]
Chief, Contracts Staff, ORD

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EYES ONLY

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SUBJECT: Recommendation for Promotion --
[Redacted]
GS-04 to GS-05

STAT

RECOMMEND APPROVAL:

181

Chairman, Special Panel, ORD

15 May 78

Date

APPROVED:

[Redacted]

Dir

15 MAY 1978

Date

STAT

EYES ONLY

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